

15 May 1985

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## Security Committee

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## Security Awareness and Education Subcommittee (SAES)

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Meeting 11 April 1985

PRESENT:

[redacted]  
 Mr. John Miller  
 Mr. Steve Slaughter  
 1st Lt. Ronald Gevry  
 2nd Lt. Corinne Blank

ARMY

NSA

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DIS

DOE

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USAF

USAF

SECOM

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CIA

DOJ

DIA

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NAVY

TREASURY

USSS

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FBI

CIA

Mr. Ed Teets  
 [redacted]

Ms. Pat Kiley

Mr. Bob McMenamin

Ms. Denise Forti

Mr. Bernard Lang

OLD BUSINESS:

1. [redacted] began the meeting by announcing that [redacted] has selected him as the new SAES Chairman. [redacted] complimented the outgoing SAES Chairman, [redacted] for [redacted] contribution to the Subcommittee. [redacted] advised that Claudia Smith, Army, as been selected as the Army representative on the Subcommittee. [redacted] emphasized the need for each Agency and organization to appoint an alternate SAES member to help in maintaining continuity on the SAES.

2. The minutes from the 21 March 1985 meeting were read and approved without comment.

3. [redacted] reported that the Security Awareness Handbook: People and Products will be distributed to SAES members during the May 1985 meeting.

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NEW BUSINESS:

1. [ ] reported on the progress of his task group, [ ]

[ ] reported that the Center for Naval Analysis is building a new facility that will be available as a potential site for the 1986 Security Education Seminar.

Bernie Lang reported that he submitted a formal letter to the FBI Academy on 9 April 1985 requesting use of the facilities for the 1985 Seminar. Bernie should receive a response from the FBI Academy within the next 10 days. The Academy would not charge Seminar participants for their lodging, but would charge approximately \$8 - \$8.50 daily for meals. [ ] advised that Bob Morris, Dave Major and Claude Watkins, all guest speakers at the 1984 Seminar, have expressed interest in addressing attendees at the 1985 Seminar.

2. Ron Gevry reported that his task group has submitted a final version of DCI's Minimum Standards for Security Awareness Programs to the SAES Chairman. The task group amended the Minimum Standards to include the phrase "and/or" when referencing individuals in the U.S. Intelligence Community "who have access to sensitive compartmented information and /or non-compartmented intelligence." [ ] advised that the Subcommittee is not authorized to revise the Minimum Standards. The revision would be, in effect, a recommendation to SECOM as a modification to Annex C of DCID 1/14. Discussion also centered on Section H of the Minimum Standards regarding individual security responsibilities. The Subcommittee decided to submit a letter to [ ] requesting that SECOM study the wording in paragraphs 1 and 3 of Section H to determine if the referenced paragraphs should be revised.

3. Denise Forti reported that she is preparing a questionnaire to be sent to past attendees of the 1984 Security Education Seminar. She will present a final draft of the questionnaire to Subcommittee members during the 16 May 1985 meeting.

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4. [ ] announced that he will head a task group which will oversee and run the production of the unauthorized disclosure videotape. [ ] has asked Denise Forti and Peg Fiehtner to serve as members of the task group, once their present task group assignments are completed. To date, [ ] has been allocated by SECOM for production of the videotape. Steve Slaughter advised that the total cost for a quality script and videotape product would be approximately [ ] Steve based this cost on videotape products which were recently prepared for DOE. The Subcommittee agreed that the videotape product should run a maximum of 20 to 30 minutes. [ ] suggested that the videotape message should be directed to the public, and not necessarily to government groups. The videotape must convince the public that unauthorized disclosures are harmful to the public and the government. Discussion also included procurement policies, funding, option of government versus private enterprise videotape producers, bidding procedures in the DOD structure, and which Agency or organization should be designated as the Executive Agency. 25X1

5. [ ] advised that his new assignment as SAES Chairman will cause him to step down as a member of the Seminar task group. He requested volunteers from the Subcommittee to replace him on the task group.

6. [ ] advised that [ ] a member of the NSA Computer Security Center, will be able to attend the 16 May 1985 meeting. [ ] has been tasked with formulating a government-wide computer security awareness program. He will brief the Subcommittee on his goals and objectives during the 16 May meeting.

7. The Subcommittee adjourned at 12:00 hours to "Tom Sarris' Orleans House" for a luncheon in honor of [ ] who is retiring.

8. The next Subcommittee meeting will be held on 16 May 1985 at 10:00. The conference room will be provided at the reception/badge desk.



NSA Member  
SAES

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